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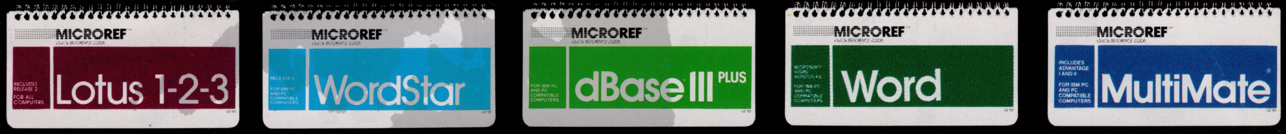
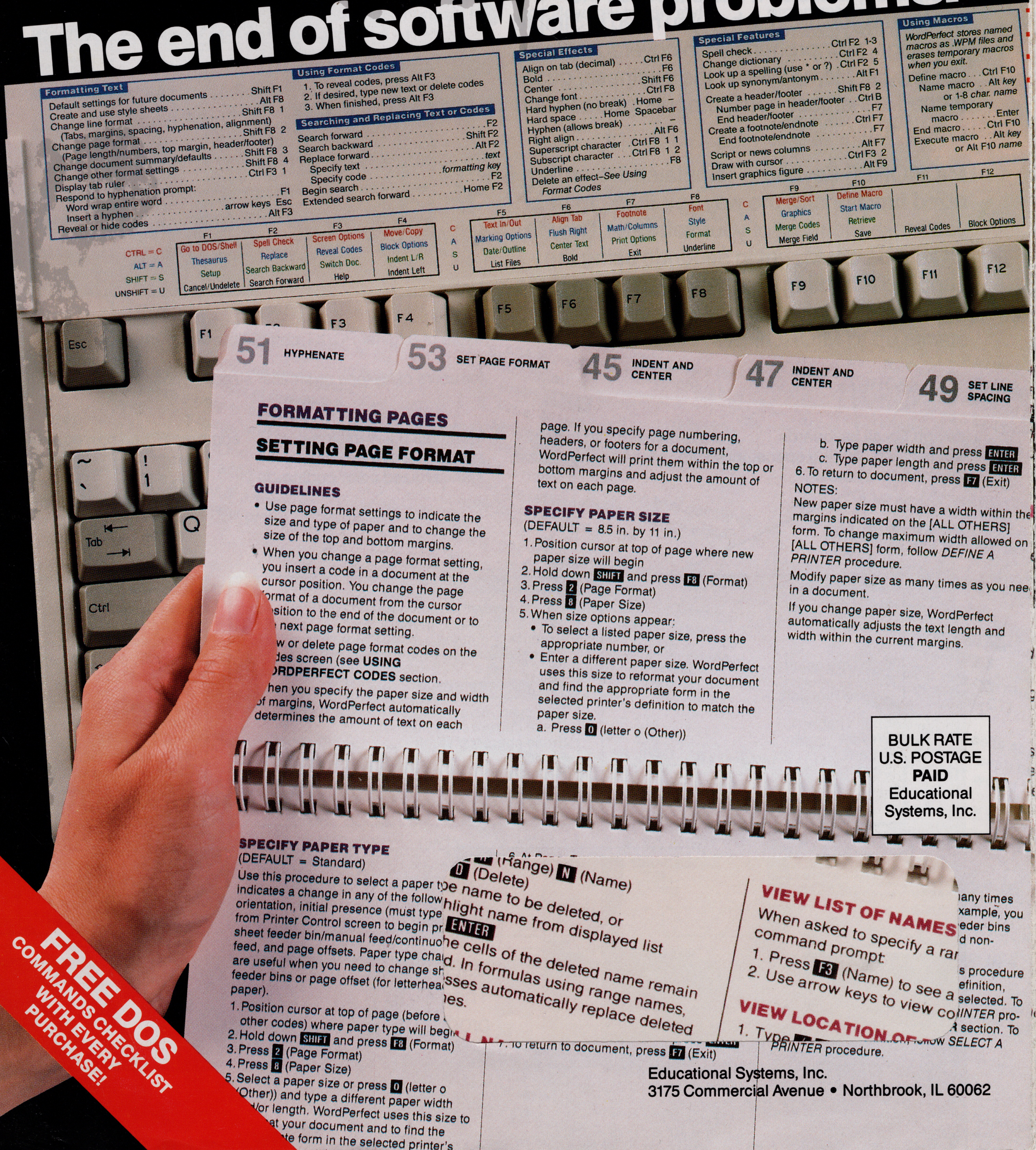
MICROREF
QUICK REFERENCE GUIDE
WordPerfect
MICROREF
QUICK REFERENCE GUIDE
PC/MS-DOS

QUICK REFERENCE GUIDES ▪ KEYBOARD TEMPLATE KITS ▪ ON-LINE HELP



The end of software problems.



Formatting Text

Default settings for future documents	Shift F1
Create and use style sheets	Alt F8
Change line format (Tabs, margins, spacing, hyphenation, alignment)	Shift F8 1
Change page format (Page length/numbers, top margin, header/footer)	Shift F8 2
Change document summary/defaults	Shift F8 3
Change other format settings	Shift F8 4
Display tab ruler	Ctrl F3 1
Respond to hyphenation prompt:	
Word wrap entire word	F1
Insert a hyphen	arrow keys Esc
Reveal or hide codes	Alt F3

Using Format Codes

1. To reveal codes, press Alt F3
2. If desired, type new text or delete codes
3. When finished, press Alt F3

Searching and Replacing Text or Codes

Search forward	F2
Search backward	Shift F2
Replace forward	Alt F2
Specify text	text
Specify code	formatting key
Begin search	F2
Extended search forward	Home F2

Special Effects

Align on tab (decimal)	Ctrl F6
Bold	F6
Center	Shift F6
Change font	Ctrl F8
Hard hyphen (no break)	Home –
Hard space	Home Spacebar
Hyphen (allows break)	–
Right align	Alt F6
Superscript character	Ctrl F8 1 1
Subscript character	Ctrl F8 1 2
Underline	F8
Delete an effect–*See Using Format Codes*	

Special Features

Spell check	Ctrl F2 1-3
Change dictionary	Ctrl F2 4
Look up a spelling (use * or ?)	Ctrl F2 5
Look up synonym/antonym	Alt F1
Create a header/footer	Shift F8 2
Number page in header/footer	Ctrl B
End header/footer	F7
Create a footnote/endnote	Ctrl F7
End footnote/endnote	F7
Script or news columns	Alt F7
Draw with cursor	Ctrl F3 2
Insert graphics figure	Alt F9

Using Macros

WordPerfect stores named macros as .WPM files and erases temporary macros when you exit.

Define macro	Ctrl F10
Name macro	Alt key or 1-8 *char. name*
Name temporary macro	Enter
End macro	Ctrl F10
Execute macro	Alt key or Alt F10 *name*

CTRL = C
ALT = A
SHIFT = S
UNSHIFT = U

	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
C	Go to DOS/Shell	Spell Check	Screen Options	Move/Copy	Text In/Out	Align Tab	Footnote	Font	Merge/Sort	Define Macro		
A	Thesaurus	Replace	Reveal Codes	Block Options	Marking Options	Flush Right	Math/Columns	Style	Graphics	Start Macro		
S	Setup	Search Backward	Switch Doc.	Indent L/R	Date/Outline	Center Text	Print Options	Format	Merge Codes	Retrieve		
U	Cancel/Undelete	Search Forward	Help	Indent Left	List Files	Bold	Exit	Underline	Merge Field	Save	Reveal Codes	Block Options

51 HYPHENATE | 53 SET PAGE FORMAT | 45 INDENT AND CENTER | 47 INDENT AND CENTER | 49 SET LINE SPACING

FORMATTING PAGES

SETTING PAGE FORMAT

GUIDELINES

- Use page format settings to indicate the size and type of paper and to change the size of the top and bottom margins.
- When you change a page format setting, you insert a code in a document at the cursor position. You change the page ormat of a document from the cursor sition to the end of the document or to e next page format setting.
- w or delete page format codes on the des screen (see **USING ORDPERFECT CODES** section.
- hen you specify the paper size and width of margins, WordPerfect automatically determines the amount of text on each page. If you specify page numbering, headers, or footers for a document, WordPerfect will print them within the top or bottom margins and adjust the amount of text on each page.

SPECIFY PAPER SIZE
(DEFAULT = 8.5 in. by 11 in.)

1. Position cursor at top of page where new paper size will begin
2. Hold down SHIFT and press F8 (Format)
3. Press 2 (Page Format)
4. Press 8 (Paper Size)
5. When size options appear:
   - To select a listed paper size, press the appropriate number, or
   - Enter a different paper size. WordPerfect uses this size to reformat your document and find the appropriate form in the selected printer's definition to match the paper size.
     a. Press O (letter o (Other))
     b. Type paper width and press ENTER
     c. Type paper length and press ENTER
6. To return to document, press F7 (Exit)

NOTES:

New paper size must have a width within the margins indicated on the [ALL OTHERS] form. To change maximum width allowed on [ALL OTHERS] form, follow *DEFINE A PRINTER* procedure.

Modify paper size as many times as you nee in a document.

If you change paper size, WordPerfect automatically adjusts the text length and width within the current margins.

SPECIFY PAPER TYPE
(DEFAULT = Standard)

Use this procedure to select a paper t indicates a change in any of the follow orientation, initial presence (must type from Printer Control screen to begin pr sheet feeder bin/manual feed/continuo feed, and page offsets. Paper type cha are useful when you need to change sh feeder bins or page offset (for letterhea paper).

1. Position cursor at top of page (before other codes) where paper type will begi
2. Hold down SHIFT and press F8 (Format)
3. Press 2 (Page Format)
4. Press 8 (Paper Size)
5. Select a paper size or press O (letter o Other)) and type a different paper width /or length. WordPerfect uses this size to at your document and to find the te form in the selected printer's

(Range) N (Name)
D (Delete)
e name to be deleted, or
hlight name from displayed list
ENTER
he cells of the deleted name remain
d. In formulas using range names,
sses automatically replace deleted
es.

VIEW LIST OF NAMES
When asked to specify a ra command prompt:
1. Press F3 (Name) to see a
2. Use arrow keys to view co

VIEW LOCATION OF
1. Type

any times
xample, you
eder bins
d non-
s procedure
efinition,
selected. To
INTER pro-
section. To
low *SELECT A PRINTER* procedure.

7. To return to document, press F7 (Exit)

BULK RATE
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FREE DOS COMMANDS CHECKLIST WITH EVERY PURCHASE!

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New MICROREF Keyboard Templates put essential commands and F-Key functions at your fingertips.

One glance. With MICROREF Keyboard Templates, that's all it takes to recall the command you need, when you need it. Simple in design, comprehensive in coverage. Here are the best templates in the business, guaranteed to increase your computing speed and productivity.

MICROREF Keyboard Templates are organized functionally, the way you think, to help you make the most of your software. They fit all keyboards. Mount in seconds using the supplied mounting clips. And stack up to three high. For everyday computing needs, nothing stacks up to MICROREF.

VERTICAL FUNCTION KEY OVERLAY is included for users of original PC/XT compatible keyboards. **HORIZONTAL FUNCTION KEY OVERLAY** is included for users of laptops or smaller sized keyboards.

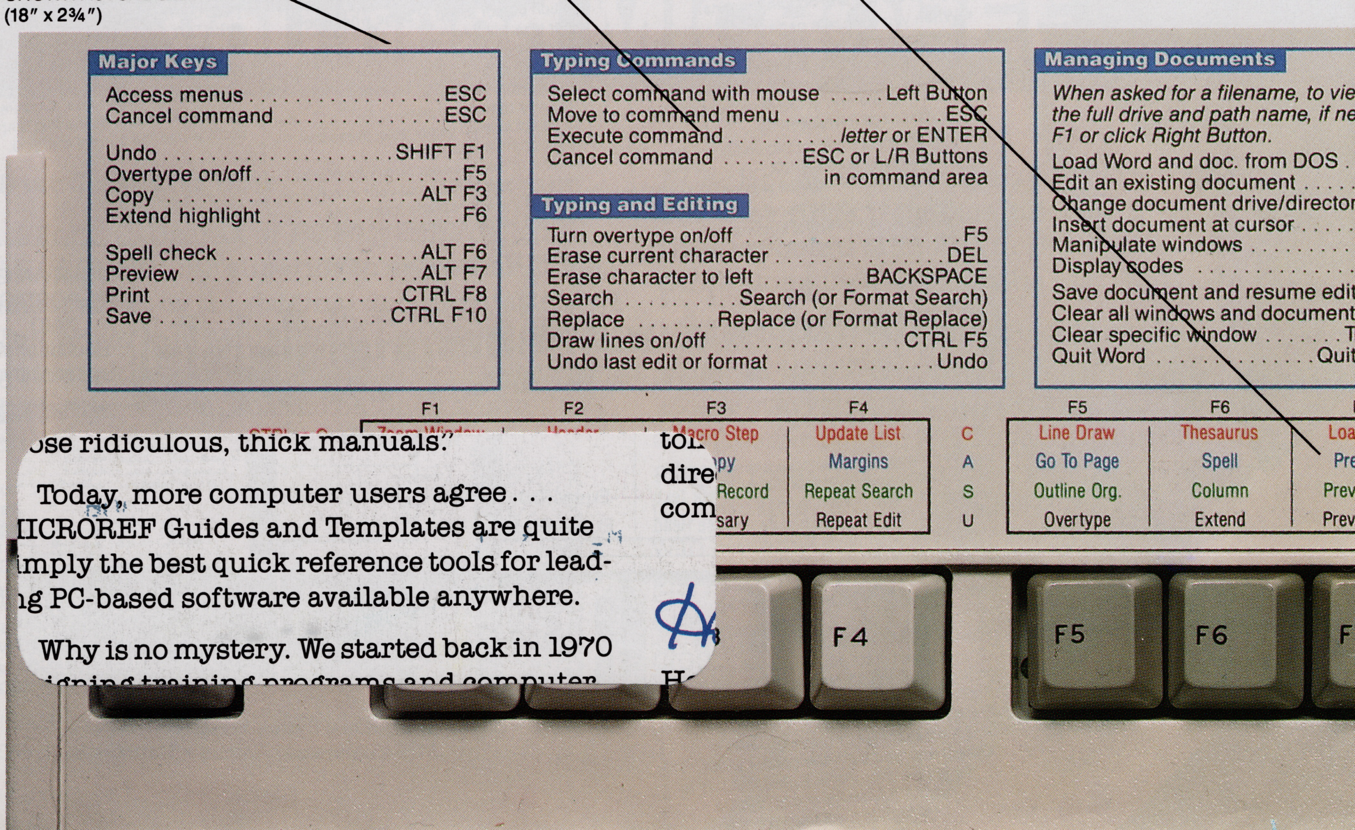
DOUBLE-SIDED PLASTIC design fits all keyboards, wipes clean. Writing space for important notes.

ESSENTIAL COMMANDS are organized into logical sections for easy reference.

FUNCTION KEY DIAGRAM identifies F-key assignments at a glance with standardized color coding.

EXAMPLES illustrate key commands and procedures.

SHOWN ACTUAL SIZE
(18″ x 2¾″)



Major Keys

Access menus	ESC
Cancel command	ESC
Undo	SHIFT F1
Overtype on/off	F5
Copy	ALT F3
Extend highlight	F6
Spell check	ALT F6
Preview	ALT F7
Print	CTRL F8
Save	CTRL F10

Typing Commands

Select command with mouse	Left Button
Move to command menu	ESC
Execute command	*letter* or ENTER
Cancel command	ESC or L/R Buttons in command area

Typing and Editing

Turn overtype on/off	F5
Erase current character	DEL
Erase character to left	BACKSPACE
Search	Search (or Format Search)
Replace	Replace (or Format Replace)
Draw lines on/off	CTRL F5
Undo last edit or format	Undo

Managing Documents

When asked for a filename, to vie
the full drive and path name, if ne
F1 or click Right Button.
Load Word and doc. from DOS .
Edit an existing document . . . .
Change document drive/director
Insert document at cursor . . . .
Manipulate windows . . . .
Display codes . . . .
Save document and resume edit
Clear all windows and document
Clear specific window . . . . T
Quit Word . . . . Quit

F3	F4		F5	F6
Macro Step	Update List	C	Line Draw	Thesaurus
	Margins	A	Go To Page	Spell
Record	Repeat Search	S	Outline Org.	Column
sary	Repeat Edit	U	Overtype	Extend

ose ridiculous, thick manuals."

Today, more computer users agree . . .
IICROREF Guides and Templates are quite
imply the best quick reference tools for lead-
ng PC-based software available anywhere.

Why is no mystery. We started back in 1970

to
dire
com

MICROREF Quick Reference Guides...the fastest, easiest way to personal computing productivity.

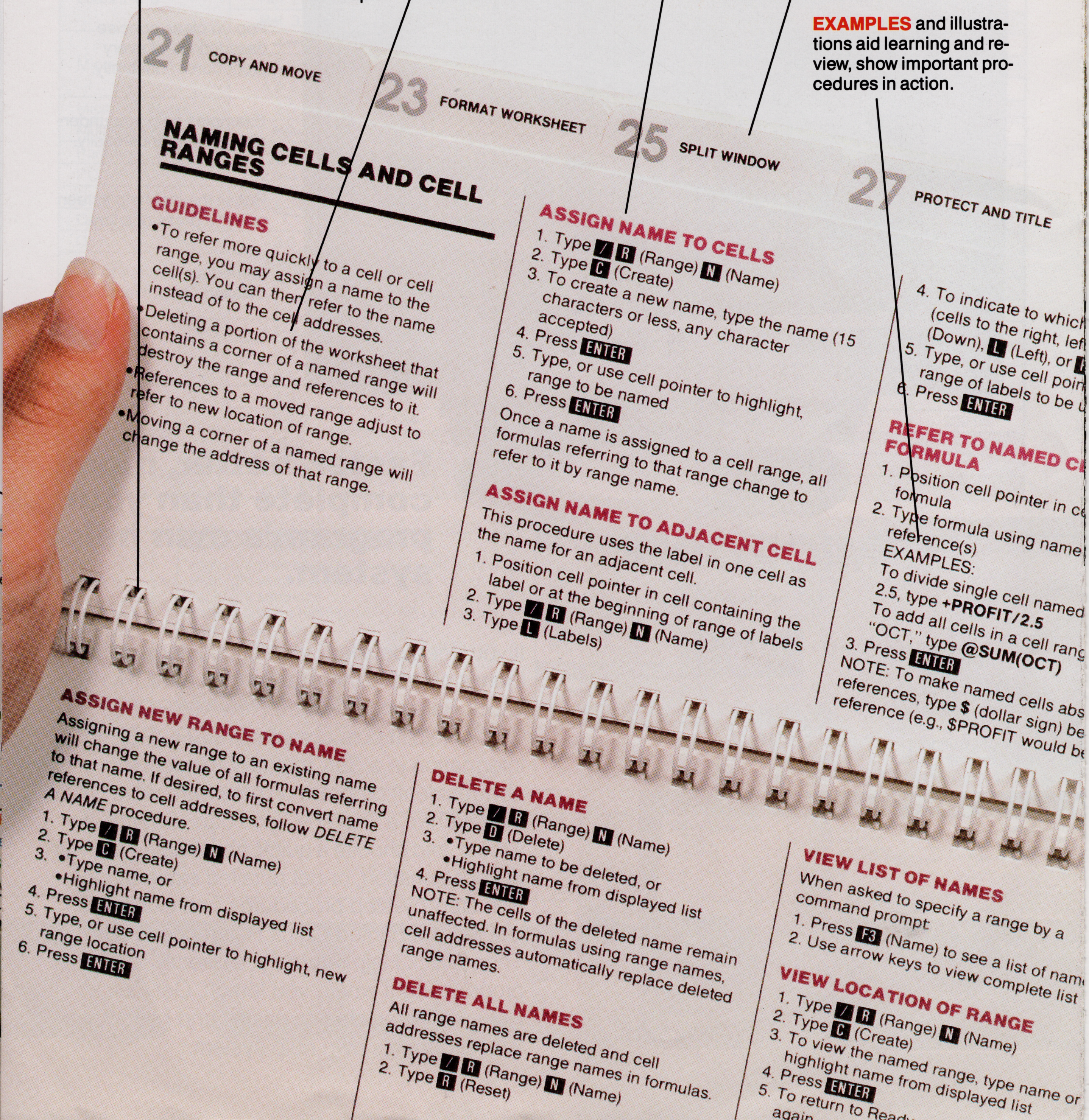
SPIRAL BOUND pages lie flat, turn easily, stay open. Sturdy plastic covers wipe clean, ensure years of use.

GUIDELINES to key sections reduce pages of wordy software manuals to key points and essential concepts.

STEP-BY-STEP OUTLINES of procedures use an easy to follow, key-by-key style.

INDEX TABS cross-referenced index, and logical organization assure fast access to procedures.

EXAMPLES and illustrations aid learning and review, show important procedures in action.



21 COPY AND MOVE
23 FORMAT WORKSHEET
25 SPLIT WINDOW
27 PROTECT AND TITLE

NAMING CELLS AND CELL RANGES

GUIDELINES

- To refer more quickly to a cell or cell range, you may assign a name to the cell(s). You can then refer to the name instead of to the cell addresses.
- Deleting a portion of the worksheet that contains a corner of a named range will destroy the range and references to it.
- References to a moved range adjust to refer to new location of range.
- Moving a corner of a named range will change the address of that range.

ASSIGN NAME TO CELLS

1. Type / R (Range) N (Name)
2. Type C (Create)
3. To create a new name, type the name (15 characters or less, any character accepted)
4. Press ENTER
5. Type, or use cell pointer to highlight, range to be named
6. Press ENTER

Once a name is assigned to a cell range, all formulas referring to that range change to refer to it by range name.

ASSIGN NAME TO ADJACENT CELL

This procedure uses the label in one cell as the name for an adjacent cell.

1. Position cell pointer in cell containing the label or at the beginning of range of labels
2. Type / R (Range) N (Name)
3. Type L (Labels)

4. To indicate to whic
(cells to the right, lef
(Down), L (Left), or
5. Type, or use cell poin
range of labels to be
6. Press ENTER

REFER TO NAMED C
FORMULA

1. Position cell pointer in c
formula
2. Type formula using name
reference(s)
EXAMPLES:
To divide single cell named
2.5, type +PROFIT/2.5
To add all cells in a cell rang
"OCT," type @SUM(OCT)
3. Press ENTER

NOTE: To make named cells abs
references, type $ (dollar sign) be
reference (e.g., $PROFIT would b

ASSIGN NEW RANGE TO NAME

Assigning a new range to an existing name will change the value of all formulas referring to that name. If desired, to first convert name references to cell addresses, follow *DELETE A NAME* procedure.

1. Type / R (Range) N (Name)
2. Type C (Create)
3. •Type name, or
   •Highlight name from displayed list
4. Press ENTER
5. Type, or use cell pointer to highlight, new range location
6. Press ENTER

DELETE A NAME

1. Type / R (Range) N (Name)
2. Type D (Delete)
3. •Type name to be deleted, or
   •Highlight name from displayed list
4. Press ENTER

NOTE: The cells of the deleted name remain unaffected. In formulas using range names, cell addresses automatically replace deleted range names.

DELETE ALL NAMES

All range names are deleted and cell addresses replace range names in formulas.

1. Type / R (Range) N (Name)
2. Type R (Reset)

VIEW LIST OF NAMES

When asked to specify a range by a command prompt:

1. Press F3 (Name) to see a list of nam
2. Use arrow keys to view complete list

VIEW LOCATION OF RANGE

1. Type / R (Range) N (Name)
2. Type C (Create)
3. To view the named range, type name or highlight name from displayed list
4. Press ENTER
5. To return to Read
again

There's a MICROREF to speed all your computing work.

PRODUCT		QUICK REFERENCE		KEYBOARD TEMPLATE KIT		QUICK HELP	
TITLE	VERSION	CODE	PRICE	CODE	PRICE	CODE	PRICE
AutoCad	10			T141	$ 9.95		
dBase	III Plus	G107	$24.95	T107	$ 9.95	H107	$29.95
	IV	G126	$24.95	T126	$ 9.95		
DisplayWrite 4	1	G114	$19.95	T114	$ 9.95	H114	$29.95
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	Rel. 3.0	G138	$24.95	T138	$14.95		
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	5.0			T133	$ 9.95		
	4.0-5.0	G133	$19.95			H133	$29.95
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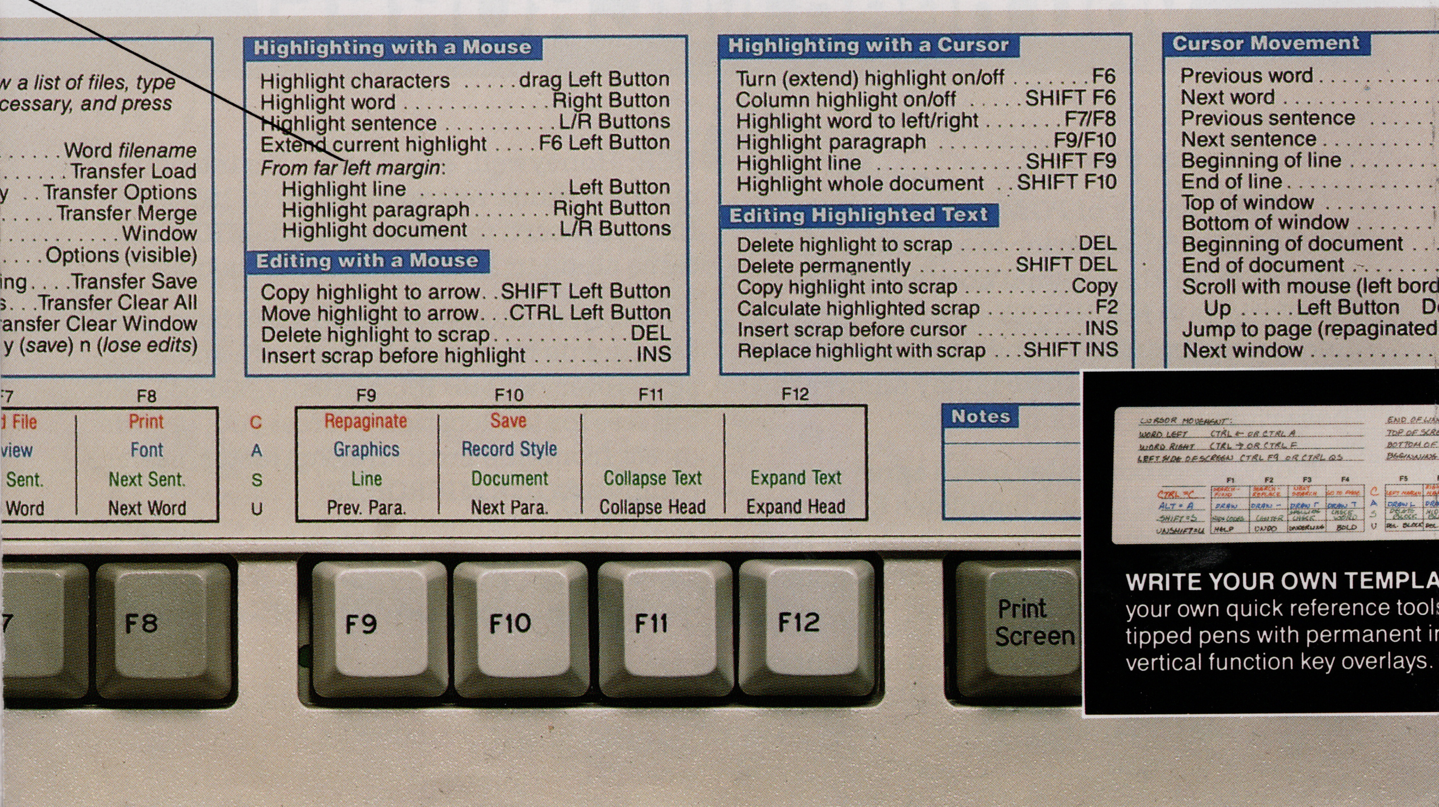
WordPerfect	4.1-4.2			T103	$ 9.95	H103	$29.95
	5.0	G118	$19.95	T118	$ 9.95	H118	$29.95
	5.1	G140	$19.95	T140	$ 9.95	H140	$29.95
WordStar	4.0	G105	$19.95			H105	$29.95
	4.0-6.0	G134	$19.95	T130	$ 9.95	H134	$29.95
WordStar 2000	Rel. 3			T131	$ 9.95		
Write Your Own	Black/Red			T117	$ 9.95		
	Blue/Green			T125	$ 9.95		



w a list of files, type
cessary, and press
. . . . . Word *filename*
. . . . . . Transfer Load
y . . Transfer Options
. . . . . Transfer Merge
. . . . Window
. . . . . Options (visible)
ing . . . . Transfer Save
s. . . Transfer Clear All
ansfer Clear Window
y (*save*) n (*lose edits*)

Highlighting with a Mouse

Highlight characters . . . . . drag Left Button
Highlight word . . . . Right Button
Highlight sentence . . . . L/R Buttons
Extend current highlight . . . . F6 Left Button
From far left margin:
  Highlight line . . . . Left Button
  Highlight paragraph . . . . Right Button
  Highlight document . . . . L/R Buttons

Editing with a Mouse

Copy highlight to arrow. . SHIFT Left Button
Move highlight to arrow. . . CTRL Left Button
Delete highlight to scrap . . . . DEL
Insert scrap before highlight . . . . INS

Highlighting with a Cursor

Turn (extend) highlight on/off F6
Column highlight on/off . . . . . SHIFT F6
Highlight word to left/right F7/F8
Highlight paragraph F9/F10
Highlight line . . . . SHIFT F9
Highlight whole document . . SHIFT F10

Editing Highlighted Text

Delete highlight to scrap . . . . DEL
Delete permanently . . . . SHIFT DEL
Copy highlight into scrap . . . . Copy
Calculate highlighted scrap F2
Insert scrap before cursor . . . . INS
Replace highlight with scrap . . . SHIFT INS

Cursor Movement

Previous word . . . .
Next word . . . .
Previous sentence . . . . .
Next sentence . . . .
Beginning of line . . . .
End of line . . . .
Top of window . . . .
Bottom of window . . . .
Beginning of document . . .
End of document . . . .
Scroll with mouse (left bord
  Up . . . . . Left Button D
Jump to page (repaginated
Next window . . . .

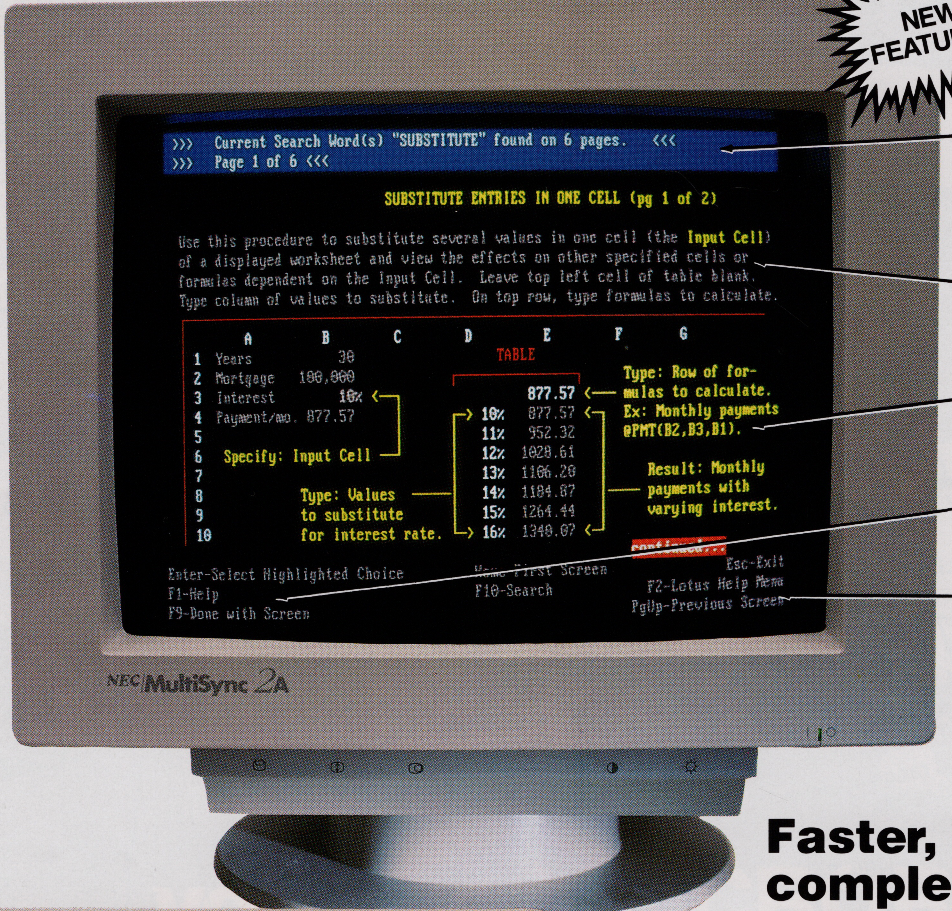
F7	F8		F9	F10	F11	F12
l File	Print	C	Repaginate	Save		
view	Font	A	Graphics	Record Style		
Sent.	Next Sent.	S	Line	Document	Collapse Text	Expand Text
Word	Next Word	U	Prev. Para.	Next Para.	Collapse Head	Expand Head

Notes

WRITE YOUR OWN TEMPLA
your own quick reference tools
tipped pens with permanent i
vertical function key overlays.

MICROREF Quick Help... if your software's own help system isn't much help at all.

NEW FEATURES



```
>>>  Current Search Word(s) "SUBSTITUTE" found on 6 pages.  <<<
>>>  Page 1 of 6 <<<

                    SUBSTITUTE ENTRIES IN ONE CELL (pg 1 of 2)

Use this procedure to substitute several values in one cell (the Input Cell)
of a displayed worksheet and view the effects on other specified cells or
formulas dependent on the Input Cell.  Leave top left cell of table blank.
Type column of values to substitute.  On top row, type formulas to calculate.

      A          B        C        D          E          F        G
                                            TABLE
 1  Years          30                                   Type: Row of for-
 2  Mortgage  100,000                                   mulas to calculate.
 3  Interest      10% <-┐                     877.57 <--Ex: Monthly payments
 4  Payment/mo. 877.57  │               ┌> 10%   877.57 <┐ @PMT(B2,B3,B1).
 5                      │               │  11%   952.32  │
 6   Specify: Input Cell┘               │  12%  1028.61  │
 7                                      │  13%  1106.20  │   Result: Monthly
 8              Type: Values -----------│  14%  1184.87  │-- payments with
 9              to substitute           │  15%  1264.44  │   varying interest.
10              for interest rate.      └> 16%  1340.07 <┘
                                                          continued...
Enter-Select Highlighted Choice          Home-First Screen          Esc-Exit
F1-Help                                  F10-Search        F2-Lotus Help Menu
F9-Done with Screen                                    PgUp-Previous Screen
```

New word/phrase search feature for immediate help access.

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Examples help you understand commands easily.

Recall the last help screen with the press of a key.

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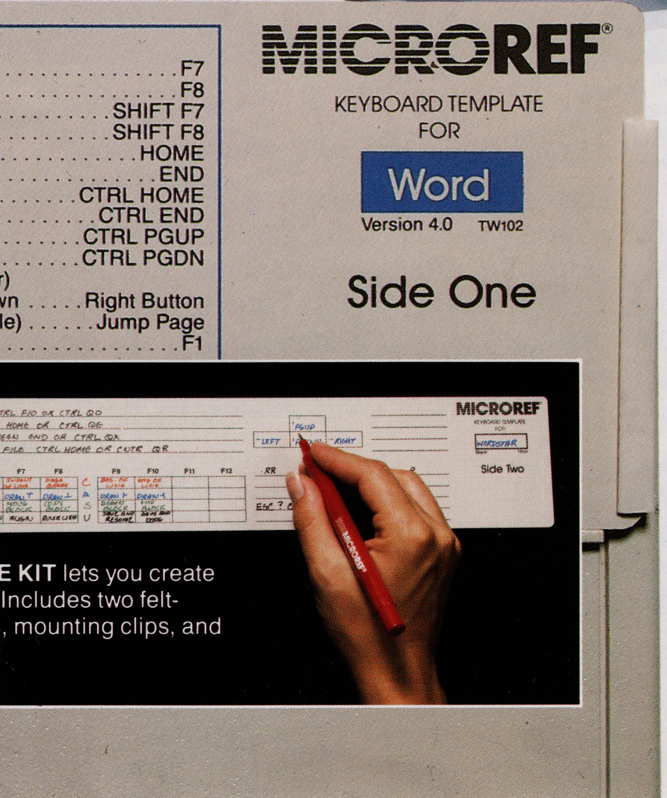
Faster, better, more complete than your program's own help system.



E KIT lets you create
Includes two felt-
, mounting clips, and

If you need detailed procedural information, there's only one thing faster than a MICROREF Quick Reference Guide...New MICROREF Quick Help. It puts complete MICROREF information in a 39K memory resident (or non-resident) program on your hard drive. With the touch of a "hot key," you can "Search" for a topic, and choose a quick, abbreviated answer to your question, or get detailed explanations, with step-by-step procedures and examples just like the printed Quick Reference Guide. Then Quick Help returns you directly to your program, right where you left off. Get Quick Help. It's faster, clearer, easier, and better than your program's own help system.

If you use any of these leading software programs,

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ASHTON-TATE
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the complete dBASE/SQL programming environment
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Symphony
WORDSTAR PROFESSIONAL
SYMANTEC
Q&A
Free Word Finder Thesaurus Offer
Microsoft Word
New! Version 5.0
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you need MICROREF!

Dear Computer User . . .

John C. Dvorak of *PC Magazine* called MICROREF "far superior to any other guide, cheat sheet or the original documentation." *InfoWorld* said MICROREF was the "niftiest guide in the industry." And users say things like, "it's a good, cut the baloney answer to those ridiculous, thick manuals."

Today, more computer users agree . . . MICROREF Guides and Templates are quite simply the best quick reference tools for leading PC-based software available anywhere.

Why is no mystery. We started back in 1970 designing training programs and computer documentation for the likes of IBM, AT&T, NCR, Honeywell, and Unisys. We introduced our first quick reference guide in 1978; our first keyboard template in 1981. MICROREF came along in 1983, and the rest is history.

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Howard Parks

Howard Parks
President, Educational Systems, Inc.